

STATE OF CALIFORNIA

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Date: April 21, 1999

PERSONNEL LETTER # 99-016
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) UPDATE FOR BARGAINING UNIT 03 FACULTY MERIT
INCREASE (FMI)

As outlined in Personnel Letter #99-007 (Bargaining Unit 03 General Salary Increase), the resolution passed by the Board of Trustees of the California State University provides various salary changes for Bargaining Unit 03 employees. This Personnel Letter addresses the FMI effective 07/01/98. The FMI is awarded in recognition of demonstrated performance by a faculty unit employee and replaces the Performance-Based Salary Increase. The FMI may be in the form of a permanent increase in the employee's base salary or it may be awarded as an individual and/or group bonus.

If the FMI is included in the employee's base salary, it is documented on the PPT and EH data base as an SCR transaction. The FMI will advance the employee to the appropriate step based on the percentage increase awarded to the employee (e.g., from step 3 to step 5 if the employee is awarded a three percent (3%) FMI). Campuses must adjust the Final Salary Anniversary Date/MSA/SSI Counter (Item 958) appropriately. Additionally, the FMI amount may place the eligible faculty unit employee in an 'off-step' condition (i.e., a salary amount in between two salary steps). Therefore, the remaining FMI amount should be processed as a Plus Salary (Item 815) and Detail Transaction Code (Item 719) 50, 52 or 53 should be entered as applicable. The Plus Salary item will be used until the 'open range' salary structure is implemented (refer to Technical letter HR/SA 99-03 for further details).

The FMI bonus (individual or group) is to be paid via the Payroll Input Processing (PIP) System. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. Earnings ID 'S6' and the gross amount of the bonus must be entered on the form (refer to Payroll Procedures Manual (PPM), Section G904 for form completion instructions and PPM Section K for PIP System key entry instructions).

As a result of the 07/01/98 effective date FMI, retroactive charges are impacted. The SCR transactions are considered to be non-controllable personnel and payroll transactions. However, the retroactive SCR transactions and resulting payroll transactions that are key entered/initiated by a campus will appear on the Monthly Retroactivity Report. To receive credits for the charges associated with transactions key entered/initiated through 07/31/99, enter the following

explanation on the report next to the charges: TECHNICAL LETTER 99-03. However, for those transactions key entered/initiated after 07/31/99, the retroactive charges will apply.

The following attachment is a guideline for implementing the FMI via the SCR transaction for Bargaining Unit 03 employees. Also, please follow the out-of-sequence processing instructions in the Personnel Information Management System (PIMS) Manual. If you have any questions regarding the FMI processing information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah

Attachment

ATTACHMENT

EMPLOYEES IN BARGAINING UNIT 03

Campus EH Processing Information

1. Campuses must process an SCR transaction effective 07/01/98 for employees receiving the FMI within their base salary.

Process the SCR as follows:

Item 205 SCR

Item 210 07/01/98 or the effective date of the Extra Quarter July pay period (also see EXCEPTIONS on page 4)

Item 215 T/L 99-03

Item 311 Highest Salary Step attainable based on the FMI % or amount awarded

Item 330 Anniversary Date in effect as of 07/01/98 unless employee attains SSI MAX, then change Anniversary Date to '99/99' or 'MAX' if range change to 'MAX'

Item 335 Salary Range in effect as of the SCR transaction effective date (see Item 210 above)

Item 719 50, 52 or 53

Item 815 Remaining FMI amount if the FMI results in an off-step condition plus any Red Circle Rate/Plus Salary for employees with an existing Red Circle Rate/Plus Salary. If the 07/01/98 effective date FMI did not create an off-step condition for the affected employee, but the employee received an SSI creating an off-step condition, asterick (*) Item 815 on the SCR.

Item 958 Adjust the Final Salary Anniversary Date/MSA/SSI Counter appropriately. If no change required, re-enter Item 958 with same information as of 07/01/98.

2. Item 719 (Detail Transaction Code) Code 50, 52 or 53 pertains only to the SCR transaction implementing the FMI. For any of the transactions following the SCR transaction, Item 719 must reflect:

The appropriate Item 719 Code for employees with a true Red Circle Rate/Plus Salary condition.

Code 71 if the Red Circle Rate/Plus Salary (Item 815) amount is a result of an off-step condition. If A60, A57, etc. has Item 719 completed, leave as is and process a 215 transaction. See PIMS Manual, Section III, Page 3.80 (Audits) for additional information on Item 719.

3. EXCEPTIONS:

- a. Employees on NDI, Supplementing with Catastrophic Leave Donations are eligible for the FMI via the SCR transaction effective 07/01/98. Also enter Item 957 Code 40 on the SCR transaction to carry forward the employee's NDI status.

- b. Employee's returning from leave (e.g., A57 (not on CAT Leave) or A58) should not have an SCR transaction posted to their EH record. The FMI amount must be included in the employee's salary on the reinstatement transaction. Additionally, the initials FMI must be key entered in Item 215 (Employment History Remarks) to identify the salary increase.